



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy at the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: PT Studio Production Asst
2. Station: KVOA
3. Date Position Opened: 1-24-12
4. Date Position Filled: 2-13-12
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes []

No []

II. Interviews

1. List of people interviewed for this position:

Name	Date	Recruitment Source
Jacqueline Bergen	12-21-12	KVOA Website
Louis Pereira	2-2-12	" "
Joe Gavei	2-3-12	" "
Ron Truono	2-2-12	" "
Joan Neenan	2-2-12	" "

2. Total number of people interviewed for this position: 5

3. Total number of applicants for this job: 58

III. Hiree

Person ultimately hired for this position:

Name: Jacqueline Berger

Recruitment Source: Internet

Approval:

General Manager: Bill Date: 3/16/12



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 1/11/12

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____

Date Sent: 1/11/12

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 1/11/12

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

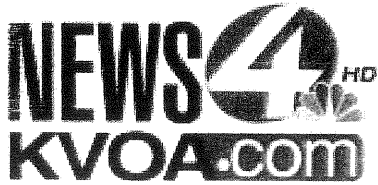
Email:

How was notification given to this source?

January 11, 2012

Please refer to the original P.T. Audio/Studio Production Assistant hiring folder (Leah Lawrence) for posting details. Position originally posted on 01/11/12.

Gabriella
Payroll Clerk



KVOA COMMUNICATIONS INC.

Job Opening

PART-TIME STUDIO
PRODUCTION ASSISTANT

KVOA Communications Inc. is looking for a hard working, talented, energetic person to join our production department. Candidate must be a team player and work well with others. Responsibilities include but are not limited to operating studio cameras, floor directing, studio lighting, character generator and the overall maintenance of the studio. Candidate must be available to work a variety of different shifts (early mornings, days, weekends, night, and splits). Candidate must also be able to lift at least 25 lbs. Ideal position for a Media Arts Student.

Please send resume and references to:

KVOA COMMUNICATIONS INC.
DAVE KERRIGAN
PO Box 5188
Tucson AZ 85703
Dkerrigan@KVOA.com
520-792-2270

KVOA IS A EQUAL OPPORTUNITY EMPLOYER

PRE-EMPLOYMENT DRUG TESTING IS REQUIRED

MOTOR VEHICLE RECORD REQUIRED